

Group Memory  
Transportation Coop Committee  
November 2, 2017

January 18, 2018 (all-day); March 15, 2018; May 31, 2018; July 26, 2018; November 1, 2018	All meetings to be held at Terminal A – 2 <sup>nd</sup> Floor, Media Room, Sacramento Airport (unless otherwise noted)
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**Next meeting: January 18, 2018**

Agenda Committee

Ray Zhang

Adriann Cardoso

Panos Kokkas

Robert Newman

Scott McHenry

Bin List & Great Ideas

Report - Ohio experiment on Safe Harbor Indirect Cost Rate (after June 2014) (Ray Z, 12/5/2013)

Some sort of a press release to our different channels on what we are working on, etc. (Colleen, 1/29/2015)

How can we help you with the lean 6 sigma efforts? We want this to be successful. (Tom; 1-26-2017)

Charter / PURPOSE - California Transportation Coop Committee serves to:

- Address transportation funding, procedural and legislative issues related to project delivery from a local perspective. (modified January 2015).
- Enhance the working relationship between cities & counties, COGs and RTPAs, Caltrans, CTC and FHWA. This extends to improving communication with all stakeholders. Collaboration is a key method. (modified January 2015)
- Spread information and improve access to all stakeholders through the use of technology.(modified January 2015)
- Partner with Caltrans and FHWA to improve efficiency and enhance the ability to meet all stakeholder needs. (modified January 2015)

Ground Rules:

Start on time. End on time or early.

Identify if you have to leave early and have an agenda item.

Consensus decisions. You must be able to live with it.

Keep side conversations silent.

Send alternate if you are not able to attend.

Upshot

These are the assignments made at the meeting. As new ones are added they will be appended to the list. As assignments are completed they will be lined out with a ~~strike-through~~, but left on the list for one meeting. This will provide a running record of assignments made at these meetings.

September 19, 2013

Ref. #	Who	What	When
32	<del>Ray Z</del> Mark	get the statutes or the foundation of the Caltrans legal opinion relating to software and data sharing <del>11/7/2013 1/9/2014 3/13/2014 5/01/2014 7/31/2014 9/11/2014 11/13/2014 1/29/2015 3/5/2015 5/7/2015 9/24/2015 1/28/2016 3/3/2016 9/22/16 11/03/2016 1/26/2017 3/9/2017 7/27/17 5/25/2017 7/27/17</del>	<del>9/28/2017</del> 1/18/2018

December 5, 2013

Ref. #	Who	What	When
34	<del>John</del> Winton	Send office bulletin/memo on lump sum/pro rata to the group via Lori. (see discussion notes #1)  Winton will continue to do this and work up some sort of a Q&A (see discussion notes under agenda item # 2 from November meeting) <del>Today 3/13/2014 5/01/2014 7/31/2014 11/13/2014 1/29/2015 5/7/2015 1/1/2016 1/28/2016 3/3/2016 5/26/2016 9/22/2016 11/3/2016 1/26/2017 3/9/2017 5/25/2017 7/27/2017</del>	<del>9/28/2017</del> 1/18/2018

From July 21, 2016 meeting

130	Scott	Send CAP Review list and questions to Lori for distribution to the Committee <del>9/22/2016 9/29/2016 1/26/2017 3/9/2017 5/25/2017 7/27/2017</del>	9/28/2017
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From January 26, 2017 meeting

133	Scott	FHWA will share information on sanctuary cities via e mail as it becomes available. (See agenda item # 5)	On-going
134	Winton	Work on developing more sample forms to assist local agencies in getting through the federal aid process. <del>11/2/2017 1/26/2017 3/9/2017 5/25/2017 7/27/2017</del>	<del>11/2/2017</del> 1/18/2018
135	All for Rick	Review the "do-ables list" and send comments or elaborations to Rick. (mark to send out) <del>2/10/2017 4/25/2017 7/27/2017</del>	<del>9/28/2017</del> 1/18/2018

From March 9, 2017 meeting

136	Scott	Work with local agencies directly – establish a working group for prequalification procedures for construction contractors (Tom M, Erwin, Jason, Osama, Panos) (See agenda item # 6) <del>5/25/2017 7/27/2017</del>	<del>9/28/2017</del> 1/18/2018
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From July 27, 2017 meeting

<del>139</del>	<del>Chris</del>	<del>Send out the sign for SB-1 projects (See agenda item # 5)</del>	<del>7/27/2017</del>
140	Scott	Send out new Best Practices document for ER work to Kristy Oneto for distribution. (See agenda item # 6)	<del>7/31/2017</del> 1/18/2018
141	All for Scott	Send any suggestions for improvements for the ER manual to FHWA (See agenda item # 6)	<del>8/11/2017</del> 1/18/2018
142	Lamin	Follow up on Hazard Mitigation Plan funding eligibility. (See agenda item # 6)	<del>9/1/17</del> 1/18/2018
<del>143</del>	<del>Rick T</del>	<del>Work with RCTF on ICRP and ICAP development solutions for small agencies</del>	<del>11/2/2017</del>
144	Germaine	Send out an e mail soliciting input from the group on additional items to be considered by the CEQA/NEPA work group (See agenda item # 9) (Federally eligible CEQA activities)	<del>8/1/2017</del> 1/18/2018
<del>145</del>	<del>John H</del>	<del>talk to the Emergency Coordinators in DLA about the concerns brought forward today about ER work</del>	<del>11/2/2017</del>

From November 2, 2017 meeting

<del>146</del>	<del>Ray</del>	<del>Caltrans will send out the link for the NEPA/CEQA Reciprocity information (See agenda item # 9)</del>	<del>today</del>
147	Shawn	FHWA will revisit eligibility for reimbursement when a separate CEQA document is done. (See agenda item # 9)	1/18/2018
148	Ray	Caltrans LA will follow up on overhead rate approval process with A&I and then report back to this committee.	11/17/2017
149	Ray	Caltrans office bullitin will be shared with the CLeague of Cities.	11/10/2017

Critique from this meeting:.

What went well	What Needs Improvement
Ray here Hearing from Rick and Trinity County Discussion on environmental reviews Productive meeting	Environmental Reivews. Room was cold and loud a/c MACHINE CTC a NO SHOW League was not here.

Critique from last meeting: None available.

What went well	What Needs Improvement

1	9:00	Introductions	All	
2	9:05	Ground Rules; Action Items; Review Agenda	Mike Halverson	Understand meeting process and status of action items
3	9:20	Caltrans Update and HSIP / HBP Committee Update	Ray Zhang	Information Sharing

#### Agenda Item 3. Caltrans Update and HSIP / HBP Committee Update

3. 1. **Ray Z has retruned to Local Assistance.**
3. 2. **D-11 director acting as Caltrans Chief Deputy Director.**
3. 3. **Local Agency Advisory Committee meets this afternoon**
3. 4. **HSIP delivery has gone very well – Cycle 5 has a couple of projects hanginh , first four cycles are complete. We are up to 75% completed or construction under way for Cycle 6.**
3. 5. **Safety Analysis report is being developed.**
3. 6. **Bridge projects – no new projects put into the FTIP. Unfunded need right now is at \$2.9 Billion for outer uyear programs.**
3. 7.

4	9:50	RTPA Update	Adriann Cardoso Patricia Chen	Information Sharing
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#### Agenda Item 4. RTPA update

August 15 – Oakland CA.

4. 1. SB1 guidelines –
  - Local Streets and Roads Guidelines were adopted at the August CTC meeting
  - ATP cycle 3 SB1 Augmentation Applications were submitted on August 1. CTC reported that they had received 238 applications and only 18 of those were for advancements.
4. 2. STIP – Fund Estimate and Guidelines were approved at the August CTC meeting. The Guidelines included new language that requires extension requests to be submitted before the deadline. Also the STIP project submittals can include unprogrammed funds anticipated through SB1 competitive programs. The regions are working on their STIP submittals now as they are due December 15 to CTC.
4. 3. Local Assistance Report –
  4. 3. 1. Ray shared that FHWA has a goal for inactive obligations of less than 2%. California was at 8.6% and 75% of the inactive projects were through local assistance. Ray also reported that they were working on training to go out to the local agencies to help them understand A&E contracting requirements given that a recent audit found a significant issue in that area.
4. 4. October 18 in Modesto
 

SB1 – CTC took action on 3 sets of guidelines at the CTC meeting in Modesto.

  - Local Streets and Roads to incorporate AB135 changes including that project lists were not longer requires to be part of a local agency's budget but that there must a resolution adopting the project list. 90 day grace period and pre-award authority were also included

- LPP formula and competitive with formula applications due in December and competitive the middle of January. Based on comments from RTPA's, CTC amended the guidelines so that savings in the formula program would go back to the agency that had the savings.
- Trade Corridor Enhancement program makes \$1.3 billion available to be programmed to projects through 19/20. Applications are due the end of January.

SB1 Staying on the Books – Presentation later on the agenda

ATP Cycle 4 – workshops underway now.

Caltrans presented Transit Asset Management Plan which is out now for review. Includes entire national highway system, including pavement and bridge condition by MPO and RTPA. Performance scenarios are also included, which identify gap on local national highway system bridges as an unmet need. Draft is on website at <http://www.dot.ca.gov/assetmgmt>, comments through November 24.

Survey will open on January 18 for local streets and roads need assessment for SB-1 funding – information should be available June 2018 and final report will be out in October.

5	10:00	CTC Update	Mitch Weiss	Information Sharing
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Agenda Item 5. CTC Update

6	10:10	FHWA Update <ul style="list-style-type: none"> <li>• Pre-Qualification for Construction Contractors</li> </ul>	Scott McHenry	Information Sharing
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Agenda Item 6. FHWA Update

6. 1. **Pre-qualification is allowed. We need to make sure we have acceptable criteria that do not hamper competition.**
6. 2. **Construction has historically been low-bid, from responsible, responsive bidders.**
6. 3. **We need to ensure we do not limit construction contractors' right to submit bids.**
6. 4. **Inactive obligations – We appreciate your efforts, it made a big difference. We need to make sure we are billing at least once a year.**
6. 5. **Some claims should be taken into consideration when pre-qualifying contractors.**

7	10:30	CFL Bridge Pilot	Richard Tippet	Presentation / Update
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Agenda Item 7. CFL Bridge Pilot

7. 1. **Trinity County project was done using a design build process.**
7. 2. **Purpose was to showcase streamlined design build delivery of 5 bridges. This was shared between FHWA, Caltrans and the county.**
7. 3. **Every Day Counts methodologies were used. The focus of this is to share proven technologies for more wide-spread use.**
7. 4. **The five bridges in this pilot had structural issues, washed out abutments, scour. They were all rail-car design. They were all simple, straight-forward bridges with few issues or controversy.**
7. 5. **MOU was developed between all agencies involved, defining roles and responsibilities.**
7. 6. **Lessons learned will be incorporated into the program. Opportunity for innovative construction methods and use of design-build should be considered. We need to advocate the use of proven technologies and methods in California. Framework for more design-build projects is being developed now.**

8	11:00	Ensuring Local Agency Access to SB1 Funds	Panos Kokkas / Adriann Cardoso	Information Sharing
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Agenda Item 8. SB-1 Ensuring Local Agency Access to SB-1 funds

8. 1. **We surveyed our finance directors to see if they were ready for SB-1.**
8. 2. **Fact sheets are available – link will be sent to you.**
8. 3.

9	11:20	NEPA / CEQA Reciprocity	Tammy Massengale / Germaine Belanger	Summary of Information
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Agenda Item 9. NEPA / CEQA Reciprocity

9. 1. **Rules have been released for comment – comments are due by 22 December.**
9. 2. **This will be a twelve year pilot program. Program will be available for up to 25 local agencies to use.**
9. 3. **Caltrans will be surveying counties and cities to see who would be interested in participation.**
9. 4. **Caltrans will be in the approval process. All NEPA requirements must be met, using the CEQA process. Caltrans would stand behind the signatures and will have the legal liability, according to the proposed process.**
9. 5. **Caltrans will send out the link for the NEPA/CEQA Reciprocity information. (see upshot # 146)**
9. 6. **FHWA will revisit eligibility for reimbursement when a separate CEQA document is done. (see upshot # 147)**

10	11:45	New Financial Document Requirements For A&E Firms Contracting With Local Agencies	Alice Lee	Information Sharing
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Agenda Item 10. New Financial Document Requirements For A&E Firms Contracting With Local Agencies

10. 1. **Guidelines should be posted by the end of next week.**
10. 2. **Documents including reconciliations, prevailing wage policies, etc. would be reviewed to be sure overhead rates are accurate and reasonable. Contracts over 1 million would require financial documents to be submitted. If the contract is under \$150,000, there would not be any requirement to support indirect cost rate. Between 150K and 1MM there will be requirements somewhat less than if the contract is at 1,000,000 or more.**
10. 3. **Once the indirect cost rate is approved, the contractor would receive an acceptance identifier. They would then be required to submit less documentation.**
10. 4. **Caltrans is changing the audit requirement to include sub-contractors with cumulative participation \$1,000,000 on all contracts in the current or prior fiscal year. FYT will be defined as July 1 to June 30. In the past this pertained only to the prime contractor; now this will be extended to sub-consultants.**
10. 5. **Caltrans LA will follow up on overhead rate approval process with A&I, get clarification on the details and requirements, and then report back to this committee. (see upshot # 147)**

11	12:05	A&E Consultant in a Management Role	Mark Samuelson	Information Sharing
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Agenda Item 11. A&E Consultant in a management role

11. 1. **Local Assistance is working to get clarification on review and Award process.**
11. 2. **When you put your RFQ then you should submit the RFQ to Caltrans. CT will route this to FHWA to ensure conflict of interest is taken into account.**
11. 3. **Role of consultant in a management role needs to be reviewed by FHWA when the role includes decision making on behalf of the agency.**
11. 4. **This has been published as an office bulletin, that received broad distribution. Concern is that there may be city engineers that are not on the distribution list for the office bulletins. Now is a good time to get the word out on this.**
11. 5. **This is on the Caltrans website. Caltrans office bulletin will be shared with the League of Cities.**

12	12:20	Meeting Wrap-up <ul style="list-style-type: none"> <li>• Review Action Items</li> <li>• Discuss January All-Day Meeting</li> </ul>	All	Preparation for upcoming meeting
13	12:30	Adjourn		

For questions about this agenda, please contact:  
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